

Create a Letterhead:

What is a Letterhead?

-Companies use a letterhead as a form of brand recognition, to appear official, relay important information, etc.

We format a letter with the 5cm top margin for the letterhead

Double click in the header section of the document and format a letterhead

-enter information in a text box in the header so you can move it how you'd like

Be sure to include:

- Name of Company
- Logo
- Address/City/Province/Postal Code
- contact info (phone & fax)

-you can get rid of the outline of the textbox by changing the border colour to white.

Example:

Miss McFarlen Co.	
	
Street Address City, Province, PC	Contact Info Phone & fax

Custom footer:

You may also want to include a custom footer at the bottom of all company documents

The footer should appear center-aligned at the bottom of the document and include the contact email address and the company website (if applicable)

Assignment:

Create your own custom letterhead for your bucket list (create a company name and logo for yourself)

-be sure to adjust the margins of your bucket list to 5cm top, 4cm left and right

Complete your bucket list, including letterhead, and upload to Edmodo.